

# Budget Increase Proposal

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Department: [Recipient's Department]

Organization: [Recipient's Organization]

---

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose an increase in the budget for [specific project/department] for the upcoming fiscal year.

As you are aware, [briefly explain the reasons for the budget increase, such as increased demand, unforeseen costs, or project expansion]. These factors have led to a need for additional financial resources to ensure the success of our initiatives.

After careful analysis, we estimate that an increase of [specific amount or percentage] would be necessary to accommodate these needs. The breakdown of the proposed budget increase is as follows:

- [Item 1: Description and Cost]
- [Item 2: Description and Cost]
- [Item 3: Description and Cost]

We believe that this adjustment will not only support our current efforts but will also lead to [mention potential benefits, such as greater efficiency, improved outcomes, etc.].

Thank you for considering this proposal. I am available to discuss this in further detail at your convenience. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Organization]

[Your Contact Information]